

BAY CITY
JUNIOR COLLEGE



1947-1948

Including

BAY COUNTY NORMAL
SCHOOL

BAY CITY, MICHIGAN



BAY CITY JUNIOR COLLEGE

AND

Bay County Normal School



ANNOUNCEMENTS

1947-1948



A municipal institution which provides
two cultural and technical years of college.

Accredited by the
NORTH CENTRAL ASSOCIATION
OF COLLEGES AND SECONDARY SCHOOLS



Columbus at Hampton

Bay City, Michigan

ENTRANCE REQUIREMENTS

Plan 1 —

For the first two years of a four-year college course.

The student should meet the entrance requirements of the senior college for the curriculum selected.

Deficiencies: The student who wishes a four-year course, but who is deficient in sequence or subject requirements, may enroll under Plan 2 until the deficiencies have been removed.

Plan 2 —

For students wishing only two years, or less, of college work.

Admission is based on high school graduation and the principal's recommendations without reference to major or minor sequences.

Plan 3 —

For VETERANS who are not high school graduates.

Veterans may be examined by our Testing Service. If the results of the tests indicate ability to do regular college work, full admission will be granted.

Plan 4 —

Special Students.

Veterans and other adults who do not meet the requirements of one of the plans indicated above, may enroll as Special Students.

C A L E N D A R

1947-1948

FIRST SEMESTER

1947 —

August 25 and 26	--	Placement examinations for new students
September 4 and 5	---	Registration of returning students
September 8 and 9	---	Registration of new students
September 10	--	Classes start at 8:00 A.M.
November 10	--	Mid-Semester grades due
November 26 and 27	---	Thanksgiving recess
December 23	--	Christmas holidays begin (evening)

1948

January 5	--	Resumption of classes (8:00 a.m.)
January 19 to 23	---	Semester examinations

SECOND SEMESTER

January 22	--	Placement examinations for new students
January 27 and 28	---	Registration of all students
January 29	---	Classes start
March 19	---	Spring holidays begin (evening)
March 29	--	Resumption of classes (8:00 a.m.)
April 5	--	Mid-Semester grades due
May 31 to June 4	---	Semester examinations
June 6	--	Baccalaureate services
June 8	--	Annual Spread
June 9	---	Commencement

SUMMER SESSION

June 9	--	Placement examinations for all new students
June 11	---	Registration
June 14	---	Classes start (8:00 a.m.)
August 6	---	Summer session closes

BAY CITY BOARD OF EDUCATION

ADMINISTRATIVE OFFICERS

Benjamin Klager, M.A.	-- -- --	Superintendent of Schools
L. J. McCully	---	Business Agent
A. G. Nelson	--- --	Auditor

MEMBERS OF THE BOARD

Robert Beckett	Merle W. Jacques
Floyd R. Beutel	Arthur H. Lee
J. W. Hebert	B. M. Lodewyk
Russell H. Smith	

OFFICERS OF THE BOARD — 1947-1948

B. M. Lodewyk	- - - - -	President
Arthur H. Lee	---	Vice-President
A. G. Nelson	-----	Secretary
A. R. Gray	- - - -	Treasurer
G. W. Hand	-----	Attorney

BAY COUNTY NORMAL BOARD

Eugene B. Elliott	--	State Superintendent of Public Instruction
Curtis S. Gustin	----	Bay County School Commissioner
Ottolia M. Frisch	-----	Saginaw County School Commissioner
Benjamin Klager	-----	City Superintendent of Schools

FACULTY

GEORGE E. BUTTERFIELD, Dean.

Principal of Bay County Normal School; Psychology
A.B., M.A., University of Michigan. Additional graduate work,
University of Michigan.

LOLA L. BISHOP, French.

A.B., Smith College. Graduate work; Emerson College of Ora-
tory; Middlebury College; Pennsylvania State College; Institute
of Touraine, France; and Colorado State Teachers College.

DELEVAN A. BROTHERTON, Accounting.

B.S., Western Michigan College of Education. Graduate work:
University of Michigan.

JEAN R. BROWN, Shorthand, Typewriting.

A.B., Central Michigan College of Education; M.A., University
of Michigan.

FRANCIS McKINLEY BROWNE, Merchandising.

P.S., Michigan State Normal College; M.S.R., New York Uni-
versity

LOREN CADY, Music.

A.A., Bay City Junior College; B. Mus., Oberlin College; M. Mus.,
University of Michigan.

H. R. EVANS, Music.

B. Music, University of Michigan, Mus. D., Alma College.

META EWING, Mathematics.

B.S., M.S., Michigan State College. Additional work: Michigan
State College and University of Chicago.

GRACE E. FETTIG, Registrar.

B.S., Central Michigan College of Education; M.A., University
of Michigan.

MILDRED B. FORBES, Chemistry

B.S., Alma College.

SAMUEL J. FREED, Chemistry, Physics.

A.B., Northern Michigan College of Education; M.S., University
of Michigan.

G. M. FRENCH, Placement.

A.B., Alma College M.A., University of Michigan.

CLAYTON R. GARLOCK, Physiology

B.S., Michigan State College. Graduate work: Cornell University
and University of Michigan.

J. H. GEORGE, Astronomy, Geology

B.S., M.A., University of Chicago. Additional graduate work:
University of Chicago and University of Iowa.

Sufficiencia, Centro de Estudios Historicos, Madrid. Three sum-

ERMA JOAN HELLMUTH, Spanish.

A.B., M.A., University of Michigan. Graduate work: Centro
de Estudios, Madrid; Centro de Estudios, Mexico. Diploma of
mers study and travel in Brazil, Argentina, Chile, Bolivia, Peru,
Ecuador, the Panama Canal Zone and the West Indies.

ADA E. HOBBS, English.

A.B., M.A., University of Michigan. Additional graduate work
University of Wisconsin and University of California.

ERMA B. HODGSON, Geography, Sociology

A.B., M.A., University of Michigan. Field work in Japan. Lecture
course, Nippon Cultural Institute, Karuizawa, Japan. Recon-
naissance: China, Hong Kong, Philippine Islands, Eastern and
Western U. S. and Canada. Social work: Christopher House
Settlement, Chicago; World War Measure Hospital, Bay City;
University of Michigan Hospital, Ann Arbor.

PALMER B. KERN, Director of Athletics, Physical Education.

A.B., B.S., Western Michigan College of Education.

LIBBIE KESSLER, Librarian, Library Science.

A.A., Bay City Junior College; A.B., University of Michigan,
B.S.L.S., University of Illinois.

GLADYS M. KLINGBEIL (Mrs.), English.

A.B., Aberystwyth College, University of Wales, M.A., University
of Michigan. Graduate work: University of Michigan.

H. C. KLINGBEIL, Speech, English.

A.B., Pennsylvania State College; M.A., University of Michigan.
Additional graduate work: University of Pennsylvania; Uni-
versity College of Wales, Aberystwyth; London School of Speech
and Drama, Oxford University; and University of Wisconsin.

ELIZABETH KRAFKA, Biology.

A.B., Lake Forest College; M.A., University of Wisconsin. Addi-
tional graduate work: Marine Biological Laboratory, Woods Hole,
Massachusetts; University of Iowa and Rocky Mountain Biologi-
cal Station, Colorado.

REINHART J. KRAUSE, Shop Practice.

B.S., Western Michigan College of Education. Graduate work
at the University of Michigan.

NELLIE MAY MCGREGOR, English.

B.Ed., Michigan State Normal College; A.B., M.A., University
of Michigan.

KATHLEEN R. McMORRIS, Economics.

A.B., Smith College. One year at Law School, University of
Michigan.

MARGARET B. OMANS (Mrs.), English.

A.B., University of Michigan. Graduate work at University of
Michigan and Columbia University

HARRY G. PARKS, History, Political Science.

A.B., Michigan State Normal College; M.A., Colorado College
of Education; M.A., University of Michigan.

KATHLEEN B. PLUM (Mrs.), Art.

B.S., University of Wisconsin. Graduate work at University of
Wisconsin, Columbia University, and University of Michigan.

FLORENCE PRESLEY (Mrs.), Assistant Librarian.

Life Certificate, Michigan State Normal College.

NORMAN W. RISK, Mechanical Drawing.

B.S., Michigan State Normal College. Five years with Dow
Chemical Company as engineering draftsman.

FRED B. ROGERS, Physics.

A.B., Morningside College, Iowa; M.S., University of Michigan.
Additional graduate work: University of Chicago and University of Michigan.

ADA I. ROYAL, Physical Education and Health Education, Women.

B.S., Michigan State Normal College. Graduate work: University of Michigan and Columbia University

EARL W. SMITH, English.

A.B., M.A., University of Michigan.

A. EDWARD STILES, History

A.B., M.A., University of Michigan.

WALTER E. THORSBERG, Mathematics.

A.B., M.A., University of Michigan.

GEORGE D. TUNISON, Accounting, Economics.

A.B., M.A., University of Michigan. Fifteen years of business experience in accounting and selling.

LOUIS K. UEBERHORST, English.

A.A., Bay City Junior College; A.B., M.A., Ph.D., University of Michigan.

CAROLYN K. WHITE, Supervisor of the Training School and Instructor in Education.

B.S., Michigan State Normal College. Life Certificate, Michigan State Normal College. Additional work: Ohio State University; Western Reserve University; Milwaukee State College; and Columbia University

W. A. L. WILLARD, Mathematics and Mechanical Drawing.

B.S., Michigan State College; M.A., University of Michigan.

FRED J. WILLIAMS, Chemistry

B.S., Michigan State College M.A., University of Michigan;
Additional graduate work at the University of Chicago.

MARION L. WOODFORD, Chemistry

B.S., Central Michigan College of Education; Graduate work: Michigan State College.

ADRIAN F. ZWEMER, Chemistry

A.B., Hope College. Graduate work: Northwestern University and New York State Teachers College.

CLARENCE SCHULTZ, Bursar, Veterans' Counselor.

A.A., Bay City Junior College.

HELEN C. WATSON (Mrs.), Recorder

Life Certificate, Michigan State Normal College.

ROSE R. ZIELINSKI, Testing and Guidance.

B.S., Michigan State Normal College. Graduate work: Teachers College, Columbia University; Colorado State College; New York School of Social Work.

FACULTY ORGANIZATION

Many of the members of the faculty have teaching and administrative duties in Central High School or in some other part of the city school system.

Faculty Council: A number, approximately equivalent to a full-time faculty, are assigned by the Superintendent of Schools to responsibility for student activities, for student advising, and for academic and administrative problems in Junior College. These latter instructors, together with the Dean, the Registrar, the Recorder, and the Bursar, constitute the Faculty Council. Membership in the council is subject to change from one semester to another.

Standing Committees of the Faculty Council:

The committees, wherever practicable, will work in cooperation with the student organizations or with officers and committees of the Student Union.

COMMITTEE CHAIRMEN

Administrative —

Administrative Policies	- - -	Mr. Butterfield
Educational Studies	- - -	Mr. Tunison
Library and Study Facilities	- - -	Mr. Smith
Personnel Services	- - -	Mr. Rogers
Scholarships and Awards	- - -	Mr. George
Veterans' Affairs	- - -	Mr. Schultz

Curriculum Advising —

Business	- - -	Mr. Tunison
Engineering	- - -	Miss Ewing
Liberal Arts	- - -	Miss Hobbs
Sciences	- - -	Mr. Zwemer

Departmental —

Business and Economics	- - -	Mr. Tunison
English	- - -	Miss McGregor
Mathematics	- - -	Miss Ewing
Science	- - -	Mr. Rogers

Student Activities —

Debating and Dramatics	- - -	Mr. Klingbeil
Publications	- - -	Miss McGregor
Public Meetings	- - -	Mr. Parks
Social Affairs	- - -	Miss Hodgson
Sports	- - -	Mr. Freed
Women's Affairs	- - -	Miss Bishop

Professional Interests (Elected by the Faculty)

Miss McGregor, Chairman; Mr. Klingbeil, Mr. Ueberhorst.

GENERAL INFORMATION

HISTORY AND LOCATION

In July, 1922, upon recommendation of G. L. Jenner, Superintendent of the public schools of Bay City, and in accordance with Act 146, P. A. 1917 of the State of Michigan, the Bay City Junior College was established by the board of education as a part of the Bay City School system. It is housed in the Central High School building on Columbus avenue, where the class rooms, laboratories, auditorium, gymnasium, swimming pool, and cafeteria are available to college students.

The University of Michigan assisted in organizing the college by advising as to what courses to offer and by tentatively approving both courses and instructors. The college was opened in September, 1922, to a freshman class. During the spring of 1923, the Junior College Accrediting Committee of the University examined the new institution as to instruction, laboratory equipment, library facilities, and other fundamentals. As a result, the Bay City Junior College was placed on the accredited list of junior colleges. The work of the sophomore year was added to the college curriculum in September, 1923, making it possible for graduates to enter the senior colleges as juniors and to get the bachelor degree in two years of additional work.

Formal graduation was not instituted until June, 1926, when twenty candidates were awarded Associate titles and one was granted the teacher's certificate.

It has at all times been the aim of the college administration to deserve this confidence on the part of the state university, which has enabled the graduates of Bay City Junior College to enter the University of Michigan with full credit for work satisfactorily completed here and also to enter colleges and universities in all parts of the United States.

The college was examined by the commission on higher education of the North Central Association of Colleges and Secondary Schools, as a result of which it was placed on the association's accredited list of junior colleges in April, 1927.

From 1925 to 1935 Bay City Junior College issued the Junior College Certificate, a three-year teaching certificate granted by the state board of education to those in junior colleges who completed a two-year course in education. This certificate has been discontinued. In September, 1934, the Bay County Normal School was made a part of the Bay City Junior College. Under this plan graduates of the County Normal Curriculum receive the County Limited Certificate.

The Bay County Normal School was established in the Riegel School building in 1928 by action of the Bay City Board of Education and the Bay County Board of Supervisors. The County Normal board consisted of Webster H. Pearce, superintendent of public instruction, G. L. Jenner, superintendent of schools, and J. B. Laing, county school commissioner. The work was started with a class of seventeen, Miss Agnes True being principal and Miss Carolyn White critic teacher. Under the original plan this provided a one-year course for training teachers for the rural schools. By consolidation with the Junior College two years of college work is required and corresponding transfer credit is granted by the state teachers' colleges. A Combined Curriculum has been arranged through an agreement with Central Michigan College of Education and approved by the State Board of Education. Graduates of this program receive the State Limited Certificate by attending Central Michigan College one summer.

PURPOSE

The purpose of the Bay City Junior College is at least threefold:

- I. To prepare students for further college work.
 1. It provides the first and second years of college work for students who expect to take general college training in a standard four-year college.
 2. It provides the first and second years of college work for students who expect to enter the professions such as business administration, engineering, medicine, dentistry, law and teaching.
(Credits from the Bay City Junior College are accepted by the University of Michigan, Michigan State College, state teachers' colleges and other standard colleges throughout the country.)
- II. To provide two years of college work which are more or less complete in themselves, such as semi-professional work, preparing students for more efficient work in local or other factories and in business and professional offices.
- III. To give cultural work of from one to four semesters' duration for those living in and around Bay City who are interested in literature and the arts, or in other branches of learning, which they have not had the opportunity to pursue. Adults who have had some college training, or who have not finished a formal training, or who would enjoy a review of favorite college subjects, are welcome in these courses, in only one or more subjects, if registration requirements are complied with.

EDUCATIONAL OPPORTUNITIES FOR VETERANS

The Bay City Junior College has been approved by the Veterans Administration for the education of veterans under the provisions of the Veterans Rehabilitation Act (Public Act 16), and under the Veterans Readjustment Act (Public Act 346, the "G. I. Bill").

Every facility of the college has been placed at the disposal of veterans. Important among these is the **Counseling Service**. The veteran is invited to come and discuss his educational problems with the dean and with the faculty advisers — well qualified in particular subject fields. Aptitude and training tests are available through the Testing Service. Our aim is to help each veteran plan a program of studies suited to his individual ability, background, and objectives. Deficiencies in high school subjects may be covered rapidly. Refresher work may be taken before the veteran attempts advanced work in a subject.

Credit for special schools conducted by the Armed Forces and for courses completed through the United States Armed Forces Institute are accepted to the extent recommended by the American Council on Education in its Guide to the Evaluation of Educational Experiences.

Many veterans can solve the "college housing problem" by living at home and attending Bay City Junior College. Also, the college assists students who need to find living quarters in or near Bay City.

Summer Session: Because so many veterans wish to accelerate their college program, an eight-week summer session is provided. Second semester courses will be offered in English, mathematics, and chemistry. Other courses will be offered for new students. The choice of subjects will depend on the needs of the veterans. Although planned especially for veterans, other students will be accepted. Applications for admission to the Summer Session should be filed as early as possible.

FACILITIES FOR INSTRUCTION

The Faculty

All the members of the faculty are experienced teachers, with specialized training in their teaching fields. Some have taught in colleges and universities prior to their present appointments.

The Class Rooms

The class rooms, the shops, and the laboratories are well equipped.

The Libraries

In addition to the school library, used by both high school and junior college students, those in attendance here have easy access to the Bay City Public library and to the Sage library.

STUDENT SERVICES

The Cafeteria

The cafeteria is conveniently located on the first floor of the building. Conducted at cost and under the most modern methods, the cafeteria offers well-balanced meals throughout the year at an extremely low cost.

The Bookstore

Students may purchase their books, either new or second-hand, in the Junior College Bookstore, in the Junior College business office. Operated without profit, the Bookstore offers students an opportunity to buy their books and supplies at cost.

Placement Bureau

This bureau was installed to aid graduates of the Trades and Business curricula in obtaining positions. This service is now extended to all students and graduates who wish to register with the bureau. Students needing to work while in college frequently obtain part-time work. Many graduates are placed in desirable full-time positions. The Junior College does not guarantee a position to each graduate, but does give every possible aid in suitable placements.

COUNSELING, TESTING, AND ADVISORY SERVICES

Aptitude and training tests are available to all students.

An experienced counselor will assist the student in interpreting the test results.

Curriculum advisers. Members of the faculty act as curriculum advisers. They assist the student in selecting the courses for his particular curriculum. That selection will depend upon:

1. The student's preparation;
2. The requirements of the curriculum; and,
3. The requirements of the senior college — if the student plans to continue his education elsewhere.

ADVANTAGES

To Local Students

Attendance at the Bay City Junior College presents the following advantages to local students:

1. Home ties need not be broken until the students are more advanced in years.

2. The expense of college training is naturally reduced making it possible in many cases for students to receive college instruction who would not otherwise be able to do so.
3. The smaller classes afford greater opportunity for individual instructional attention and better acquaintance with the faculty members.
4. The fine modern building and equipment are much in advance of many colleges which have been longer established.

To Non-Resident Students

Students living outside the city limits whose accessibility to Bay City Junior College makes it possible for them to come from their homes daily, find the advantages as great as though they lived in the college town. Others in this part of the state, but living too far for the daily trip, are able to go home for week-ends which they would find impossible if attending colleges farther distant.

Those who wish to secure board and room should apply to the Registrar for a list of boarding and rooming houses.

CONDUCT OF STUDENTS

Junior college students are considered as having reached the age of responsibility and discretion. Their conduct, both in school and out, is expected to be dignified and unquestionable.

High Grade Work Demanded

College work is more difficult than high school work. It is essential that those who take up studies in this institution be ready to devote their best efforts to the work with a full realization that their success rests on their own shoulders. The Junior College could not justify its existence if it did not require the same kind of work and demand the same degree of personal responsibility as do the higher institutions of learning which many of its students are preparing to enter.

Attendance

Students are expected to attend classes, laboratory periods and assemblies regularly. Excessive absence may be considered as sufficient reason for reduction of credit or expulsion from college.

RECOMMENDATIONS OF THE ATTENDANCE COMMITTEE:

"In case a student is absent 25% of the time due to illness, we recommend, upon the advice of the dean and his instructors, that he drop PART of his work and be allowed to attempt to make up work in the courses he continues to carry."

"In cases where a student is absent less than 25% of the time, the instructor shall determine how and when the work may be made up. If it is not possible for the student to make up the work satisfactorily, we ask that the instructors do reduce the mark with reference to the number of absences."

SCHOLARSHIP RECORDS

Examinations and Reports

At least two formal examinations are held each semester, known as the "mid-semester" and the "final", both required of all students. The exact time of the "mid-semester", however, is left to the dis-

cretion of the instructor. Reports are issued to students following the formal examinations, twice each semester. Students whose averages are low are placed on the Special list, and are referred to a special adviser.

The division of this group is made on the basis of individual needs into Special Problems Group, Warning Group and Probation Group. Re-instatement problems, study programs, and outside employment in its relation to college studies are considered by the adviser with student and parent co-operation.

Grades

Grades are recorded as follows: A-Excellent; B-Good; C-Fair; D-Deficient, passed without points; E-Not passed; I-Incomplete.

Incompletes and excused absences from examinations must be made up during the first month of the semester following that in which they were received.

Credit Points

Each hour of credit is valued in points as follows: A-Three honor points; B-Two honor points; C-One honor point; D-No honor points, E-No hours credit and negative one point.

Only such students as have done satisfactory work can be recommended without qualification for advanced work in other institutions.

An **Honor Roll** is comprised each semester of students who have received honor points as follows:

Credit Hours Carried	Honor Points
15 or more	30 or more (2 per hour)
14	29
13	28
12	27 (2.25 per hour)

COLLEGE ACTIVITIES

The Student Union

The Bay City Junior College, through its Student Union, encourages athletics and club and social activities of the proper type, believing that those activities build an esprit de corps and furnish experiences which are conducive to the best development of the students.

The Activity fund enables the Student Council and the faculty to sponsor a varied program in sports, social affairs, group and club activities, bi-weekly and annual publication (The Crucible), and public relations.

Student Council

Participation of students in governing of Junior College activities is provided for by the Student Council, the administrative body of the Student Union. Consisting of four sophomores and four freshmen members elected from the student body at large, the Council has a real voice in the management of student affairs. With the advice of the faculty, the Council supervises all student activities and determines appropriations from the Activity fund for their support.

Athletics

Athletic teams represent the college in intercollegiate contests including basketball, swimming, golf and tennis. The Bay City Junior

College is a member of the Michigan Junior College Athletic Conference.

Both the women and men of the college take part in their respective intramural sports.

Publications

"The Crucible" takes the form of a newspaper issued every two weeks, with a "Crucible Annual" at the close of the school year. The cost of these publications is taken care of by the Activity fund, so that the distribution is gratis among the students.

Debating, Oratory and Dramatics

These activities are conducted under the direction of the Speech department and are open to all students of the college. Intercollegiate contests are arranged by the Michigan Junior College Debate League.

Business Women's Club

Women students in the Secretarial and other business curricula are eligible for membership in the Junior College Business Women's Club. At luncheon meetings once a month, men and women who are experienced in business are guest speakers.

Engineers' Club

The Engineers' Club offers forum discussion in which technical students may make contacts with industrial leaders of the state.

Music

The organization of musical groups, instrumental and vocal, is encouraged.

Phi Theta Kappa, Honor Society

The Beta Gamma Chapter of Phi Theta Kappa, national honor fraternity for junior colleges, was established at Bay City Junior College in 1931. Election to membership is the highest academic honor a student can attain. The faculty annually invites to membership a limited number of students of high scholarship, of distinctive helpfulness to the college, and of outstanding character and personality as revealed in contacts with fellow students and instructors.

Socio-Geographic Group

The Socio-Geographic Group provides an outlet for discussion of an informal nature, along special lines of interest to the individual members. A free hour following the open forums provides a pleasant social activity. Membership is limited to twenty-five, the quota being filled each year by selection on the receipt of written applications.

Tetra-Sci

Through Tetra-Sci round tables, students in pharmacy, pre-medical, and pre-dental courses may discuss problems with professional men active in these fields. The club arranges visits to various centers of these professions.

Veterans Council

A Veterans Council has been organized to consider matters which relate particularly to those students who are veterans of World War II.

Women's League

The Women's League supervises the social and general welfare of Junior College Women. Through its activities scores of loans have been made in the past to students, both men and women. The League, through its groups, keeps up a keen competition in scholarship.

Clubs are organized in response to student needs and interests. Several clubs that were discontinued during the war because of lack of students, may be organized again this fall—Business Ad Club, Business Women's Club, Chess Club, International Relations Club, and Rifle Club.

EXPENSES

I. Fees—

Fees are due on the date of registration each semester. However, at present the Board of Education allows a partial payment plan. By this plan the student makes a cash payment at the time of registration and files a note for the balance, payable in installments over a period of two months. The cash payment for resident students should not be less than \$25.00; and for non-resident students, not less than \$35.00. Accounts not paid in 60 days are subject to a \$5.00 carrying charge.

A. Matriculation fee. A fee of \$5.00 is due from each student at his first enrollment only.

B. Tuition.

1. For full-time students (10 or more hours)
 - a. Students residing in Bay City: \$60.00 per semester.
 - b. Students whose legal residence is not in Bay City: \$85.00 per semester
Non-residents who pay taxes on Bay City property may be allowed to apply part of the current school tax on this fee, not to exceed \$25.00 for any one semester
2. For part-time students.
 - a. Residents: \$6.00 per credit hour for regular classes.
 - b. Non-residents: \$8.50 per credit hour.
 - c. For evening classes that are not included in the regular schedule, a fee of \$5.00 per credit hour is charged all students regardless of residence.
- Note: Physical training counts as one credit hour in determining part-time fees.
3. Students electing more than the regular load. Students electing extra hours of work will be charged at the part-time rate for the hours in excess of eighteen.
4. Short-Term Programs.
The tuition for the Summer Session, and for other short terms, is based on a weekly charge of \$6.00 per week for residents of Bay City and \$8.50 for non-residents.
5. Refund of Fees.

Students who, for some unexpected reason, are obliged to leave college within the first few weeks of the semester, may receive a refund of some portion of the tuition.

Note: School districts are authorized to pay tuition as follows by Act 157 of the 1935 legislature: "School districts not maintaining a junior college are hereby authorized by a majority vote of all electors qualified to vote on any school election to pay the tuition cost, in whole or in part, for education of all junior college pupils residing in such district to the nearest school district maintaining a legally established junior college, and to provide transportation to and from said junior college for all junior college pupils residing in such district."

- C. Activity fee:** \$5.00 a semester. Part-time students, \$.50 per credit hour, and \$.50 per week for short terms.
- D. Late registration fee:** Students registering after the regular days set for registration will be required to pay a late registration fee of \$2.00.
- E. Graduation fee.** No additional fee is charged those who qualify for graduation.
- F Examination fee.** Students absent from examinations will be charged a fee of \$1.00 for each special mid-semester examination and \$2.00 for each special final examination.
- G. Placement Examination fee.** Students taking the Placement examinations at any time other than on the dates set in the calendar will be charged a fee of \$5.00.
- H. Laboratory and miscellaneous fees.** Certain fees are charged in laboratory, shop, and drawing courses as follows:

Accounting	- - - - -	\$ 1.00
Art	- - - - -	1.00
Aviation 1 and 2		see page 33
Biology 1, 2, each	- - - - -	3.00
Chemistry 1, 2, 21, each	- - - - -	5.00
Chemistry 5	- - - - -	8.00
Chemistry 24	- - - - -	10.00
Drawing 1, 2, each	- - - - -	1.50
Drawing 3, 4, 23, each	- - - - -	1.00
Economics 35, 36, each	- - - - -	5.00
Geography 5, 6, each	- - - - -	1.00
Geology 1, 2, each	- - - - -	2.00
Physics 1, 2, 21, 22, each	- - - - -	3.00
Psychology, 1, 21, each	- - - - -	1.00
Shop 1, 3, 4, each	- - - - -	2.00
Typing	- - - - -	\$ 2.00

- I. Locker Rental fee.** A deposit of \$1.00 is required from each student, \$.50 of which is refunded at the end of the school year.
- J. Cap and Gown fee.** A small fee is required of each graduating student. The Cap and Gown fund is used to maintain and replace such equipment.

II. Instructional Materials.

- A.** Textbooks and supplies may be purchased at reduced rates at the college bookstore. Books cost approximately \$20.00 a semester, the amount varying with the courses elected.
- B.** Cash cards for the purpose of securing laboratory supplies and for paying for laboratory breakage may be purchased at \$2.00 each. Unused amounts are refunded on presentation of the card.

LOANS AND SCHOLARSHIPS

I. Loans.

A. Women's League Loan Fund.

A loan fund, available for men and women regularly enrolled in the college, has been maintained since 1928 by the Women's League.

B. Veterans' Loan Fund.

The Michigan Legislature appropriated funds to be used by colleges in making loans to the veterans who have not yet received their subsistence pay. The Bay City Junior College participates in this plan through cooperation with the Michigan Office of Veterans Affairs.

II. Scholarships and Grants-in-aid.**A. Board of Education Scholarships.**

In the spring of 1938 the Bay City Board of Education established six scholarships of fifty dollars each. These are awarded to graduates of high schools in the vicinity of Bay City and are applied on tuition, \$25.00 per semester. Each award may be continued for a second year if the holder's record during his freshman year merits such recognition.

B. The Dow Chemical Company Awards.

The Dow Chemical Company makes available the sum of three hundred dollars annually for award purposes. The general policy of the college is to grant one or more tuition scholarships annually and to reserve the remainder of the money for use as grants-in-aid. Grants-in-aid are given to students whose effort merits recognition and whose continuance in college depends upon some assistance.

C. The University of Michigan Public Junior College Scholarships.

In May 1941, the Regents of the University of Michigan established a class of scholarships for the benefit of the graduates of Junior Colleges. The number of scholarships available depends upon the enrollment of the college — one scholarship for an enrollment of two hundred. Recommendation for the scholarship is made by a committee of the Junior College faculty.

Note: Inquiries concerning the above scholarships and grants-in-aid should be addressed to the Dean.

D. Scholarships for Central High School graduates.

For many years organizations in Bay City, some of them in Central High School, have awarded Junior College scholarships to high school graduates. Information regarding these scholarships may be obtained through the high school office.

E. Women's League Scholarship.

A scholarship of \$25.00 a semester for the sophomore year is awarded each year by the Women's League to an outstanding freshman member.

ENTRANCE REQUIREMENTS

REGULAR STUDENTS

A. Programs of Study complete in two years (Plan 2, page 2):

For applicants wishing to enter the General Academic curriculum, or any of the semi-professional programs in trades and business (see page 20), admission is granted to any high school graduate with a satisfactory record. There are no specific subject requirements other than are needed for high school graduation.

B. Programs of study for transfer to senior colleges (Plans 1 and 3):

Applicants wishing to enroll as regular students in one of the affiliation programs (see page 20), for later transfer to a senior college, must be graduates of accredited high schools, with an average of C or better in academic subjects. They should satisfy the entrance requirements for the corresponding curriculum in the university or college which they plan to attend.

Admission with deficiencies.

Students otherwise eligible for an affiliation curriculum, but who are deficient in one or two of the required academic units, may enter conditionally. The deficiencies should be removed before the beginning of the second year of work. This may be done by taking the proper courses in Junior College or in Central High School, without college credit.

NOTE Students from non-accredited high schools, students lacking more than two required units, and those whose academic average is below C, will be required to enroll in a two-year curriculum for one or more semesters. Transfer of such a student to the affiliation curriculum of his choice will depend on the removal of subject deficiencies, if any, and on making a satisfactory academic record.

SPECIAL STUDENTS (Plan 4)

Adults who cannot satisfy the regular entrance requirements but who show that they are qualified to pursue the studies desired, may be admitted as special students.

PART TIME STUDENTS

Students who, for satisfactory reasons, wish to elect less than eleven hours of work, may enter as part-time students. Such students cannot be unqualifiedly recommended for transfer to other institutions until they have carried regular work for at least one semester.

HEALTH REPORT

Every new student is required to have a health examination. This may be given by his family physician, the report being made on the Bay City Junior College health examination blank. Members of the Bay County Medical Society have agreed to give the examination for a fee not to exceed \$2.00. The examination will be waived only for certain part-time and special students.

APPLICATION FOR ADMISSION

The student must forward, either through the high school office or direct to the Junior College office:

1. the Application for Admission,
2. the Health Report, and
3. his Photograph.
4. Veterans of World War II—a photostatic copy of discharge papers.

The high school principal or the superintendent must forward direct to our office the Transcript of Credits and Certificate of Recommendation.

Note: The necessary blanks may be obtained through your high school office, or they will be sent direct from our office on request.

Students are urged, as far as possible, to file their applications during their last semester in high school, or soon after graduation. On receipt of the application and transcript, a "report" will be mailed to the student.

Advanced Standing.

Students entering with credits from another college are asked to file the regular application for admission, the health report, and the photograph. An official transcript of credits sent direct from the college will usually take the place of the high school transcript and recommendation.

REGISTRATION PROCEDURE

For registration dates see the calendar. New students whose applications have been accepted prior to registration time, and returning students, will be notified by mail when to report.

All students should complete registration before classes start if at all possible. Those entering after the scheduled registration period are charged a Late Registration fee of \$2.00. Beginning with the first meeting of the class, attendance is carefully recorded.

1. Placement examinations for all new students.
A battery of tests will be given in advance of formal registration in order to furnish the advisers with information about the student's abilities and needs. A fee of \$5.00 is charged if these tests are not taken at the time scheduled.
2. Registration will start in the college office where the student will be given an instruction sheet and a schedule of classes.
3. Faculty advisers will confer with the students and supervise the filling out of the necessary forms.
4. Elections.
The particular courses that a student should elect depend on the requirements of the curriculum in which he enrolls or on the special requirements of the institution to which he expects to have his credits later transferred.
5. Fees are payable as soon as the adviser has approved the student's elections. If the Partial Payment plan is to be used, complete arrangements should be made at this time.

INSTRUCTIONS TO FRESHMEN

1. Physical Training 1 and 2, and English 1 and 2 or 2E are required of all freshmen.
2. Many colleges limit the courses open to freshmen. This should be taken into account in the freshman's plans. Courses numbered 21 or over are not open to freshmen without special permission.
3. Courses taken by freshmen in the first semester should, if possible, be continued through the second semester.
4. No course which is a repetition of a unit accepted for entrance credit may be taken in college for transfer credit.

INSTRUCTIONS TO FRESHMEN AND SOPHOMORES

1. **EXTRA HOURS**, that is, more credit hours than are called for in the particular curriculum, may be elected only by specific approval of the curriculum adviser. Extra hours are seldom allowed a student in his first semester of residence.
2. **CHANGE IN ELECTIONS**. Written requests for change in elections, approved by the adviser, the instructor and the Dean, must be filed with the Recorder. **No change should be made until final approval has been given.** Except in cases of ill health, overload, or other excellent cause, subjects dropped will be recorded as failures.
3. **WITHDRAWALS FROM COLLEGE**. Any student wishing to withdraw before the end of a semester should explain conditions to the Dean and ask for honorable dismissal. A "clearance certificate" must be completely processed and filed with the Bursar. **The student should continue to attend all classes until he has obtained "honorable dismissal."**
4. **TRANSFER OF CREDIT**. Recommendations in connection with transfer of credit will be granted or withheld on the basis of the student's complete scholastic record, in the light of the requirements of the school to which the transfer is requested, and of his possession of the personal qualities requisite for success in college.

GRADUATION REQUIREMENTS

- a. Graduation from Bay City Junior College means that the student has completed two years of college work in accordance with the special requirements of the curriculum in which he has enrolled.
- b. Students completing sixty hours of credit are granted a Certificate of Graduation. Those who have earned, also, sixty or more honor points in accordance with the requirements are granted, upon recommendation of the Dean and the superintendent of schools, a certificate with the title of Associate in Arts or Associate in Science.
- c. A student in an affiliation curriculum may, if he has sufficiently high scholastic average, be graduated with less than sixty hours of credit, but in no case with less than 56.
- d. All candidates for graduation must have completed English 1, English 2 or 2E, Physical Training (unless officially excused), and Political Science A or its equivalent.
- e. Students who have made a high percentage of honor points are granted, besides a title, the added distinction of graduating "With High Honor" or "With Honor", which is included on their diplomas.
- f. The candidate must have been in residence at this or another institution of collegiate rank for the equivalent of at least four semesters; he must have been in residence at this college for a regular program of work for at least the last semester of his junior college study (Exceptions to these residence requirements may be made for veterans.)

PROGRAMS OF STUDY

The programs of study are divided into two main groups:

I. Two-year Vocational and Cultural Curricula.

Accounting, General Academic, Semi-Professional Engineering, Secretarial, and Small-Business Management.

These are for students who plan to complete their formal education in Junior College. The vocational programs prepare the student for direct entrance into the industrial and business world at the semi-professional level.

A **Cooperative Vocational Office Training** course is being planned. It will be open to those students who are partially trained in office skills. The cooperative student spends half the time in college and half on-the-job. The course normally follows the first year of college work in secretarial and business training, but the freshman who enters with marketable skills may enroll by special permission.

Because cooperative vocational office training requires two hours of school time, and the student must work afternoons, graduation from Junior College may require longer than the usual four semesters.

II. Affiliation Curricula.

These are planned to enable the student to transfer to senior colleges and technical schools with little or no loss of time.

They include:

County Normal, for teaching in rural schools.

Engineering

Liberal Arts

Pre-professional: agriculture, business administration, conservation, dentistry, dietetics, forestry, home economics, journalism, laboratory technician, law, medicine, nursing, pharmacy (one year), teaching.

The division of the programs into the two groups is a matter of convenience. Students completing work in the first group with a good record often decide to continue their studies and are granted transfer credit for much of their Junior College work even though it was not planned for that purpose. On the other hand, a large part of the studies in the second group have immediate vocational value if the student finds that he cannot continue beyond Junior College.

PROGRAMS OUTLINED

The following programs are suggested. Changes should be made only with the approval of the adviser.

I. CURRICULA TO BE COMPLETED IN ONE OR TWO YEARS OF COLLEGE STUDY.

1. BUSINESS

Certain courses in economics and business may be offered in alternate years. Each course will thus be available to all two-year students, although the order of presentation will vary from year to year.

Two-Year Programs**a. Accounting Curriculum**

Accounting (See Note 1)	- - - - -	14 hours
Economics 1 and 2	- - - - -	6 "
English 1 and 2	- - - - -	6 "
Physical Training 1 and 2	- - - - -	
Typewriting 1 (Note 1)	- - - - -	2 "
Electives from economics, business and related subjects (Note 2)	- - - - -	32 "

b. Small-Business Management

Accounting 1 and 2 (Note 1)	- - - - -	6 hours
Economics 1 and 2	- - - - -	6 "
Economics 5, Business Organization	- - - - -	3 "
Economics 29, Business Statistics	- - - - -	3 "
Economics 33, Salesmanship	- - - - -	3 "
Economics 34, Business Communication	- - - - -	3 "
English 1 and 2	- - - - -	6 "
Mathematics 30, Business Computation	- - - - -	3 "
Physical Training 1 and 2	- - - - -	
Typewriting 1 (Note 1)	- - - - -	2 "
Electives from economics, business and related subjects (Note 2)	- - - - -	25 "

c. Secretarial Curriculum

This course is designed to equip the student to fill those promotional positions beyond the entering stenographic, typist, and clerical wedges and to meet the reporting needs of those planning to do work in the journalism field.

Accounting 1 (Note 1)	- - - - -	3 hours
Economics 1 and 2	- - - - -	6 "
Economics 5, Business Organization	- - - - -	3 "
Economics 34, Business Communications	- - - - -	3 "
Economics 35, Machine Calculation	- - - - -	3 "
Economics 37, Filing	- - - - -	3 "
English 1 and 2	- - - - -	6 "
Secretarial Techniques	- - - - -	3 "
Shorthand (Note 1)	- - - - -	16 "
Typing	- - - - -	6 "
Electives from economics, business and related subjects (Note 2)	- - - - -	8 "

Those planning to work at Dow Chemical Company or similar industrial organizations should plan to take some chemistry

NOTE 1: Students who have satisfactory high school credit in bookkeeping, shorthand and typewriting will be excused from the corresponding equivalents in Junior College. Additional electives will thus be available.

NOTE 2: Liberal Arts subjects related to the type of business the student expects to follow may be substituted for some of the economics and business electives, subject to the adviser's approval.

One-Year Programs

Open to specially recommended graduates of a high school commercial course who do not find it feasible to plan for the regular two-year program.

a. Accounting

Advanced Accounting	- - - - -	8 hours
Economics 1 and 2	- - - - -	6 "
English 1 and 2	- - - - -	6 "
Physical Training 1 and 2	- - - - -	-
Electives	- - - - -	10 "

b. Secretarial Studies

Economics 1 and 2	- - - - -	6 hours
English 1 and 2	- - - - -	6 "
Advanced Dictation	- - - - -	8 "
Advanced Typewriting	- - - - -	4 "
Physical Training, two semesters	- - - - -	-
Electives	- - - - -	6 "

2. TRADES**Semi-Professional Engineering Curriculum**

This curriculum is for the young man who wishes to further prepare himself beyond the high school along mechanical lines for such occupations as draftsman, tool designer, toolmaker, machinist, pattern maker, foundry man, etc. It is also an excellent preparation for shop foreman or superintendent.

First Year			
First Semester		Second Semester	
Drawing 1	3 hours	Drawing 3	3 hours
English 1	3 hours	English 2E	2 hours
Physical Training 1	-	Physical Training 2	-
Shop Practice	2 hours	Shop Practice	2 hours
Speech 1	1 hour	Speech 2	2 hours
Electives	6 hours	Electives	6 hours

Second Year			
First Semester		Second Semester	
Drawing 4	3 hours	Shop Practice	2 hours
Shop 4	2 hours	Electives	13 hours
Electives	10 hours		

Electives recommended are: Accounting, Chemistry, Economics, Geography, Geology, Mathematics, Physics, Psychology, and Type-writing. Other electives may be taken with the approval of the adviser. Additional credits in Machine Shop, Woodshop, Mechanical Drawing and Applied Mechanics may be arranged for a special occupation in industry.

3. General Academic Curriculum

This curriculum is planned for students who expect to complete their formal education at the junior college level but who have general culture rather than a vocation as their aim. Not planned for transfer credit, the curriculum allows the well qualified student a broader field of electives than is possible in the liberal arts curriculum.

It is also for the student not qualified for admission to an affiliated curriculum, either because of scholastic or subject deficiencies, while continuing his general education. When he has removed the deficiencies, he may transfer to an affiliated or semi-professional curriculum.

In general, the student in this curriculum will be expected to distribute his elections in the various fields of study as outlined in the liberal arts curriculum: language and literature, mathematics and science, history and social studies.

II. AFFILIATION CURRICULA.

BAY COUNTY NORMAL SCHOOL CURRICULA

These programs afford the graduate the opportunity for immediate employment in the rural schools of the state, and at the same time provide complete transfer credit on a four-year program at the state teachers colleges.

FULL-TUITION SCHOLARSHIPS are granted students who are accepted for the teacher-training (second) year, on condition that the recipient, following graduation, will teach at least one year in a rural school. Graduates receive the County Limited Teacher's certificate.

a. County Normal Program.

Education 21, 22, 23, 24, 25	--	16 hours
English 1 and 2	--	6 "
Geography 5 or Geology 1	--	4 "
History (American) or Political Science	-- 3 or 4	"
Mathematics 30 (Arithmetic)	--	3 "
Music 1	--	2 "
Penmanship (at training school)	--	credit
Physical Training (each semester)	--	credit
Physiology and Hygiene 1 or 2	--	4 "
Electives to meet graduation requirements.		

b. State Limited Certificate Program.

Combined Curriculum with Central Michigan College of Education. Approved by the State Board of Education

A student completing the work outlined in the two institutions, with a grade better than C, will receive the State Limited Certificate. At least six weeks of residence at Central Michigan College are required. The involved courses and instructors at Bay City Junior College are approved by C. M. C. E. officials.

At Bay City Junior College:

Art	-----	3 hours
Education 21, 22, 23, 24, 25	--	16 "
English 1 and 2	-----	6 "
Geography 5 or Geology 1	-----	4 "
History 23 or 24	-----	3 "
Mathematics 30 (Arithmetic)	--	3 "
Music 1	-----	2 "
Penmanship (at training school)	-----	credit
Physical Training (each semester)	-----	credit
Physiology and Hygiene 1 or 2	-----	4 "
Political Science 1 or 2	-----	4 "
Sociology 21 or 22 (including rural problems)	---	3 "
Electives to meet graduation requirements.		

At Central Michigan College or Education:

Agriculture 101

English 204 (Children's Literature)

If the student has Junior College credit in Children's Literature, an elective will be submitted for English 204.

The summer work is to be taken after graduation from Junior College, and should be completed not later than the second summer.

ENGINEERING

University of Michigan

First Year

First Semester		Second Semester	
Chemistry 5	5 hours	Chemistry 6	3 hours
Drawing 1	3 hours	Drawing 2	3 hours
English 1	3 hours	English 2E	2 hours
Mathematics 5*	4 hours	Mathematics 6*	4 hours
Physical Training 1		Physical Training 2	
Speech 1	1 hour	Speech 2	2 hours
		Elective or Shop 4	

Second Year

First Semester		Second Semester	
Drawing 23	2 hours	Economics 24	3 hours
Economics 23	3 hours	Mathematics 28	4 hours
Mathematics 27	4 hours	Physics 22	5 hours
Physics 21	5 hours	Physics 24	3 hours
Electives**	2-4 hours	Electives**	2-3 hours

*Students lacking Trigonometry as an entrance credit will substitute Mathematics 7 and 8 for Mathematics 5 and 6 respectively.

**His contemplated field of engineering and the requirements of the institution where the student expects to continue will be considered in advising these elections. Such possible electives include Astronomy, English, Geology, Shop 4 or some other non-technical subjects. Further adjustment of the curriculum may, on occasion, be advised.

Michigan State College

Credits for Basic courses Nos. 1, 2, 4, 6, and 5 or 7 are required in the four-year program. To partially meet these requirements in Junior College, electives may replace Drawing 23, Economics 24, Physics 24, and Speech 2 in the preceding program.

Shop 4 should be included for agricultural, electrical, and mechanical engineering.

LIBERAL ARTS

The Liberal Arts curriculum is intended for students desiring a literary or scientific education without reference to any of the professions mentioned in the other curricula. In most colleges and universities the student is expected to get a broad education in the first two years, and to specialize somewhat in the last two years of his degree course. The requirements of the College of Literature, Science, and the Arts of the University of Michigan are typical:

In addition to the standard requirements of Freshman English and Physical Training, the student is expected to elect at least twelve hours in each of the following groups—

- Group 1. Languages and Literature.
- Group 2. Mathematics and the sciences.
- Group 3. History and social studies.

At least one of the subjects other than English which has been pursued during two or more years in high school should be continued during the freshman year.

For the student who enters with fewer than four units of foreign language, the twelve hours in Group 1 must include two semesters of study in one foreign language. The twelve hours of study in Group 2 must include two semesters in one of the following: Astronomy, Biology, Chemistry, Geology, Mathematics, Physics, or Psychology. The twelve hours in Group 3 must include a two-semester sequence.

In Bay City Junior College, the student should plan to complete at least eight of the twelve hours required in each group.

Basic College in Michigan State College

At Michigan State College each student, in all degree programs, is expected to complete nine term hours (six semester hours) in at least five of seven Basic Courses.

For students transferring from Bay City Junior College, Michigan State College will accept as substitutes for the Basic courses credits in related subjects. It is important that students expecting to transfer to Michigan State College elect their subjects with this in mind.

The Basic courses and acceptable substitutes are:

1. Written and Spoken English.

English 1 and 2 (or 2E)

One course in Speech (Engineers, Speech 1, others, Speech 21 or 25)

2. Biological Science.

Two courses from Biology 1, 2, Physiology 1.

3. Physical Science.

Two courses in separate fields.

Astronomy, Chemistry, Geology, Mathematics, Physics.

4. Social Science.

Two courses in separate fields.

Economics 1 or 23, 3, 4, Geography History 23, 24, Political Science, Sociology

5. Effective Living.

Two courses in separate fields.

Physiology and Hygiene 2, Psychology 21, Sociology (Psychology 21 and Sociology 21 preferred.)

6. History of Civilization.

History 5, 6.

7. Literature and Fine Arts.

History of Art, English 23.

PRE-PROFESSIONAL CURRICULA

The first two years of preparation for most professions are mainly in the Liberal Arts subjects. The student should elect subjects to meet the usual group requirements. At the same time he should select subjects that will prepare him for advanced work in the specialized fields required in the particular profession. The programs outlined in the following pages are suggestive only. They should be modified to meet the particular needs of the student and the requirements of the senior institution to which he expects to transfer. It is important that the student study carefully the bulletins of the senior colleges in making his decisions.

AGRICULTURE

Michigan State College

Credits for Basic courses: Nos. 1, 4, 5, and either 6 or 7

Biology 1, 2

Chemistry 5 (or 1, 2) 22

Mathematics 1 or 3

Electives from: Accounting, Drawing, Geology, Physics, Shop Practice
For Farm Engineering include:

Drawing 1, 2

Mathematics 2

Physics 1, 2

For Agricultural Engineering, see Engineering.

ARCHITECTURE**University of Michigan****CONSTRUCTION**

Art 1, 2

Economics 23

English 1, 2E, 23

Mathematics 5, 6, (or 7, 8) 27, 28

Physics 21, 22, 24

Speech 1

Electives from: Art, Astronomy, Chemistry 6, Geography, Geology
Psychology 21, Speech, Zoology**DESIGN**

Art 1,2

Drawing 1

English 1, 2, 23

Speech 21

Electives: Consult Art Instructor

BUSINESS ADMINISTRATION**University of Michigan**

Economics 21, 22	6 hours
English 1 and 2	6 "
Languages and Literature	12 "
Mathematics 3	2 "
Physical Sciences	8 "
Social Studies	6 "
Electives to meet the requirements for graduation.	

Michigan State College

Credits for five Basic Courses including: Nos. 1, 2 or 3, 4 or 5, 6 or 7

Accounting 1, 2

Economics 21, 22, 29

Geography 3, 6

Mathematics 1, 2, 3

CHEMISTRY**Major****University of Michigan**

Chemistry 1, 2, 21, 22, 24	18 hours
English 1, 2	6 "
French 1, 2	8 "
German 1, 2	8 "
Mathematics 5, 6	8 "
Physics 1, 2	8 "
History and Social Studies	4 or more hours

Michigan State College

Credits for four of the five required Basic courses: Nos. 1, 2 or 3, 4 or 5, 6 or 7 (One basic may be taken in the Junior year.)

Chemistry 5 (or 1, 2), 21, 22, 24

German 1, 2

Mathematics 5, 6 or 7, 8

Physics 21, 22

DENTISTRY

Biology 1, 2	-----	8 hours
Chemistry 1, 2, 22	- - - - -	12 "
English 1, 2	- - - - -	6 "
Physics 1, 2	- - - - -	8 "

Electives to meet requirements for graduation, including courses in Groups 1 and 3 of Liberal Arts

DIETETICS

See Home Economics

EDUCATION

The first two years of the teacher-training programs in Michigan Colleges of Education are essentially Liberal Arts programs. Although the credits earned in the County Normal curriculum are accepted in transfer to the teachers colleges, it is recommended that the courses in Education be taken in the last two years if the student does not intend to teach before completing the four-year course. Pre-Education students will be referred to Liberal Arts advisers. In selecting the courses, attention should be given to group requirements and to courses introductory to the fields of study in which the individual expects to teach. For admission to the School of Education at the University of Michigan, Psychology 21 and Speech 21 are recommended subjects in the sophomore year.

FORESTRY AND CONSERVATION

University of Michigan

FOREST PRODUCTION

Biology 1,2
Chemistry 1 or 5
Economics 23
English 1, 2
Geology 1
Mathematics 2, 3 (or 5)
Physics 1
Electives

WOOD UTILIZATION AND TECHNOLOGY

Chemistry 1, 2, 6
Drawing 1, 2
Economics 23, 24
English 1, 2
Mathematics 5, 6a
Physics 1, 2
Speech 21
Electives

Michigan State College

Forest Production, Wood Utilization and Technology

Credits for Basic courses: Nos. 1, 3 (including Physics A or 1), 4, 5, 6 or 7

Biology 1, 2

Chemistry 5 (or 1, 2), 22

Drawing 1

Geology 1

Mathematics 2, 3

Electives

HOME ECONOMICS**Michigan State College**

Credits for Basic courses: Nos. 1, 2 (including Physiology 1), 5, 6 or 7

Chemistry 5, 22

Economics 23, 24

Psychology 21

Sociology 21

Electives

JOURNALISM**University of Michigan**

Economics 23, 24

English 1, 2, 21, 22

Foreign Language, eight or more hours

History 5, 6

Mathematics and Science, eight or more hours

Political Science 1, 2

Sociology 21, 22

Electives

Michigan State College

Credits for Basic courses: Nos. 1, 2, 4, 6, 7

English 21, 22, 23 24

Foreign Language 1, 2, 3, 4

Political Science 1, 2

Electives

LAW

English 1, 2, 23, 24 - -	- - - -	- -	12 hours
Economics 23, 24 - - - -	- - - -	- - - -	6 "
Foreign Language - - - -	- - - -	- - - -	8 "
History 5, 6, 23, 24 - -	- - - -	- - - -	14 "
Mathematics or Science - -	- - - -	- - - -	8 "
Political Science 1, 2 - -	- - - -	- - - -	8 "
Electives			

MEDICAL TECHNOLOGY**University of Michigan**

Biology 1

Chemistry 1, 2, 21, 22

English 1, 2

Foreign Language 1, 2

Mathematics 1, 2, or 2, 3

Physics 1

Social Studies, 1 year

Electives

Michigan State College

Credits for Basic courses: Nos. 1, 3 (including Physics 1), 4 or 5, 6 or 7

Biology 1, 2

Chemistry 5 (or 1, 2), 22

Electives

Mercy Hospital — Dr. Gamble

Biology 1, 2

Chemistry 1, 2, 21, 22

English 1, 2

Mathematics 1, 2

Physics 1, 2

Electives

MEDICINE

Biology 1, 2	--	--	--	8 hours
Chemistry 1, 2, 21, 22, 24	--			18 "
English 1, 2	--	----		6 "
Foreign Language	----	-----	-	8 to 16 "
Physics 1, 2	---	---	-	8 "
History or Social Studies	---	---	-	6 or 8 "
Electives, if needed to complete requirements for graduation.				

NURSING**University of Michigan**

Biology 1	--	--	----	4 hours
Chemistry 1, 2	-	----	----	8 "
English 1, 2	---	-	----	6 "
Foreign Language	-----	-----	----	8 "
Electives from the following: Biology 2, Chemistry 21, 22, 24; English 23, 24; History; Physics; Political Science; Psychology; Sociology; Speech.				

Michigan State College

Credits for Basic courses: Nos. 1, 5, 6 or 7

Biology 1

Chemistry 5 (or 1, 2), 22

Economics 23, 24

Physics 1, 2

Physiology 1

Psychology 21

Sociology 21

Electives

PHARMACY

The Michigan Board of Pharmacy allows only one year of advanced credit from a non-pharmacy college.

Biology 1, 2	-----	-	----	8 hours
Chemistry 1, 2	----	-----	----	8 "
English 1, 2	-----	-	-----	6 "
Mathematics 2	-----	-----	----	2 "
Electives from: Economics 23, 24; French; German; or Physics.				

POLICE ADMINISTRATION**Michigan State College**

Credits for Basic courses: Nos. 1, 2, 4, 6.

Chemistry 5 (or 1, 2), 22.

Economics 23, 24

Psychology 21

Sociology 21

Electives from: Accounting, Chemistry, Foreign Language, Geography, History, Literature, Machine Shop, Mathematics, Physics, Political Science, Speech.

PUBLIC ADMINISTRATION**Michigan State College**

Credits for Basic courses: Nos. 1, 2 and two from 3, 5, 6 and 7

Economics 21, 22, 29

Mathematics 1

Political Science 1, 2

Psychology 21

Sociology 21

Speech 21

Electives

SOCIAL SERVICE**University of Michigan**

Economics 21, 22

English 1, 2

Political Science 1, 2

Psychology 21

Sociology 21, 22

Speech 21

Electives to complete requirements for graduation. Care should be taken to meet the requirements of Group 1, Language and Literature, and Group 2, Mathematics and Science.

Michigan State College

Credits for Basic courses: Nos. 1, 2, 6, 7

Economics 23, 24, 29

Mathematics 1

Political Science 1, 2 or Foreign Languages

Psychology 21

Sociology 21, 22

Electives

AIR TRANSPORTATION

Many opportunities are open in the expanding industry of Air Transportation for both men and women. Advisers in Bay City Junior College can provide information regarding the various lines of work for which a student may prepare, and will assist in planning a suitable preparatory program of studies. Fields of opportunity include: accounting and finance, communications, engineering, general office work, flight dispatching, maintenance, meteorologist, personnel, pilot, purchasing, reservations, stewardess, supply traffic.

VETERINARY MEDICINE**Michigan State College — Pre-Veterinary Year**

Credits for Basic courses: Nos. 1, 4 or 5, 6 or 7

Biology 1

Chemistry 5 (or 1, 2), 22

COURSES OF INSTRUCTION

The courses in any subject bearing numbers above 20 are not open to freshmen without special permission.

The college reserves the right not to offer a course unless there is a reasonable number wishing to elect it.

ACCOUNTING

Part credit for graduation may be earned under the subtitles of 1a, 1b, 1c, etc., each representing one hour of credit. For transfer purpose the entire course is considered the unit.

1. Accounting Principles (1)

This course is a study of the fundamental principles of accounting. The subject matter includes debit and credit, classification of accounts, underlying principles of the various accounting records, controlling accounts, books of original entry (including special journals) and ledgers, statements and closing procedure. Laboratory work in the form of problems and sets will be provided. Five hours in class per week.

Three hours credit.

Each Semester.

2. Accounting Principles (2)

This course is a continuation of the first course but in cases where the same subjects are studied the analysis is carried into greater detail. The subject matter includes: Records and accounts peculiar to a corporation, elements of manufacturing accounts, valuation of assets and liabilities in balance sheet, nature of reserves and surplus, accounting for sinking funds, problems relating to profit and loss statements, branch store accounting and cash journal arrangements. Ample problems and practice sets will be provided. Five hours in class per week. Prerequisite Course 1 or one year of bookkeeping in high school.

Three hours credit.

Each Semester.

5. Auditing Theory and Procedure.

The principles and procedure with reference to auditing will be studied, giving special attention to the balance sheet audit, the detailed audit, and special investigations. Sufficient practice work is provided, including theory problems, auditing problems, an audit case, and two audit projects. Questions and problems selected from CPA and AIA examinations. Five hours in class per week. Prerequisite: Course 2 or two years of bookkeeping in high school.

Three hours credit.

Each Semester.

6. Federal Tax Accounting.

A study of Federal taxation including income tax, capital stock tax, excess profits tax, estate tax, gift tax, and excise taxes. Sufficient questions, problems, and reports are provided for a complete interpretation of Federal tax laws. Five hours in class per week. Prerequisite: Course 2.

Three hours credit.

Each Semester.

7 Social Security and Payroll Accounting.

A study of Federal Social Security laws and State Unemployment Compensation laws. Questions, problems, and reports sufficient for interpretation and application of these laws to business are provided. Special attention to payroll records necessary to provide information for Federal and State returns. Three hours in class per week. Prerequisite: Course 2.

Two hours credit.

Each Semester.

8. Cost Accounting.

Cost accounting is studied in its relation to factory accounting. Its purpose is to classify in detail cost of production. It discloses inefficiency and indicates the profit or loss on each kind of goods or job. A study is made of departmental process, sequential and job costs, cost records, procedure, reports, and distribution of burden. Ample practice in these and CPA problems is provided, together with a cost project. Five hours in class per week. Prerequisite: Course 2.

Four hours credit.

Each Semester.

ART**1. Elementary Art.**

A beginning course in art designed for all students interested in experimentation and creative expression in the various art mediums, materials and color. An orientation course aimed to furnish a broad and basic background.

Three hours credit.

Each Semester.

2. Sketching and Composition.

This course aims to give the student further composition understanding, and to develop creative ability in sketching of all types. Problems using all media. Prerequisite: Art 1 or its equivalent.

Three hours credit.

Each Semester.

23. Art Education (Elementary Grades)

A course designed for County Normal students and other prospective teachers. Introduction to art teaching in our present social order. Development of the ability to stimulate the interest of children, and to understand the art merit of this expression. Experimentation in materials and mediums of their grade level. Prerequisite: Advise Art 1 or its equivalent.

Three hours credit.

Each Semester.

24. Art Education (Intermediate Grades)

This course is designed as above but for intermediate grades. Prerequisite: Art 1 or its equivalent.

Three hours credit.

Each Semester.

25. Commercial Design and Illustration.

Experimentation and study of the relation of commercial design and illustration in commerce as it affects society today. Lay-outs, lettering, poster designing, creative illustration, and air brush work. Prerequisite: Art 2.

Three hours credit.

Each Semester.

26. Advanced Design.

Creative application of design principles in the field of crafts. Also stage and window set designing. Individual expression stressed. Prerequisite: Art 2.

Three hours credit.

Each Semester.

27. Figure Sketching and Portrait.

Rapid sketching of the figure for action and proportion. Work in costume designing. Also clay modeling of figure compositions. Portrait work in charcoal, water color, and various mediums. Prerequisite: Art 2.

Three hours credit.

Each Semester.

Note: In all Art courses two hours of class work per week are required for each credit hour.

ASTRONOMY

The courses in astronomy are non-mathematical, introductory courses. Evening meetings at the observatory are arranged occasionally for observations. Lantern illustrations and films are used frequently and oral and informal discussions follow work done in the classroom and laboratory. Two class periods, one laboratory period of two hours per week.

21. Descriptive Astronomy.

The solar system. This course deals with the fundamental facts concerning the solar system and its members and includes discussions of the methods and principles involved.

Three hours credit.

First Semester.

22. Descriptive Astronomy.

The sidereal system. This course deals with the leading facts concerning the stars and nebulae, and includes discussions of the methods and principles involved. The application of elementary astronomical principles is emphasized.

Three hours credit.

Second Semester.

AVIATION

A program for Primary Flight Instruction is being planned, subject to approval from the United States Civil Aeronautics Administration and the Michigan State Board of Aeronautics.

1. Private Pilot Ground School.

This course will consist of 55 class hours of instruction as follows: Civil Air Regulations, 8 hours; Meteorology 14; Navigation 14; Radio 5; and Aircraft Operation 14. Course fee, not to exceed \$.70 per hour of instruction.

2. Private Pilot Flight Training.

This course consists of not less than 35 hours of flight time, of which a minimum of 17 hours shall be dual time, and a minimum of 18 hours shall be solo time. Course fee, not to exceed \$11.50 per clock hour of dual flying; and not to exceed \$8.50 per clock hour for solo flying.

Course 2 is given through cooperation with CAA approved flying service schools.

Satisfactory completion of courses 1 and 2 qualifies the student for the Private Pilot's License.

BIOLOGY**1. Zoology.**

Principles of Animal Biology The course aims to build up in the minds of students the fundamental conceptions underlying all life phenomena. The structure, classification, physiology, environmental relations, and the origin and development of animals are studied. Illustrations and application of the scientific method are made. The course is basic training for certain special fields as pre-medicine, pre-dentistry, pre-nursing, pre-forestry, and physical education. Should be preceded by high school biology. Two hours of lecture and recitations and six hours of laboratory work per week.

Four hours credit.**First Semester.****2. Botany.**

Elements of Botany The course deals with the structure and physiology of seed plants; but all groups of plants are studied in their place in the evolution of the plant kingdom. Special emphasis is placed on the study of bacteria in their relation to health and industries and to the economic importance of other plants. Should be preceded by high school biology. Two hours of lectures and recitations, and six hours of laboratory work per week.

Four hours credit.**Second Semester.****CHEMISTRY****A. Introductory Chemistry.**

This course is designed to give students, entering without high school chemistry, a knowledge of the fundamental principles of general chemistry. A considerable amount of demonstration experiments is included. A minimum of five class hours is required each week.

Four hours credit.**Each Semester.****1. General and Inorganic Chemistry.**

A study covering the fundamental laws and theories of chemistry with particular emphasis on formulae, equations, chemical problems, atomic structure, valence, solutions and the theory of ionization. The principles are developed and illustrated in connection with a study of oxygen, hydrogen, chlorine, and their compounds.

Students electing Course 1 should plan to elect Course 2 the second semester as the two courses form a unit and are designed to equip the student for advanced work.

Four recitations and two two-hour laboratory periods per week. Prerequisite: High school chemistry or Chemistry A.

Four hours credit.**Each Semester.****2. General and Inorganic Chemistry.**

Course 2 is a continuation of Course 1. It includes a study of sulphur, nitrogen, phosphorus, and their compounds, the periodic table, carbon and its simpler compounds, the metallurgy of the more common metals and the preparation and properties of their important compounds.

Four recitations and two two-hour laboratory periods per week. Prerequisite: Course 1 or its equivalent.

Four hours credit.**Each Semester.**

5. General and Inorganic Chemistry.

This course is required of all first year students taking Engineering. Those entering without high school chemistry should elect Course 1 or Course A. The fundamental principles of chemistry are developed to illustrate the scientific method. The descriptive chemistry of some of the non-metallic elements and of the more important metallic elements is studied. Special emphasis is placed on facts of importance to engineers. Four discussion recitations and two three-hour laboratory periods each week. Prerequisite: Chemistry A, or one year of high school chemistry

Five hours credit.**First Semester.****6. Chemistry of Engineering Materials.**

An elementary study of the manufacture and properties of the ferrous and non-ferrous alloys, cements, clay products, protective coatings, fuels and water softening. Four lectures or recitations per week. Prerequisite: Chemistry 5.

Three hours credit.**Second Semester.****21. Qualitative Analysis.**

Two lectures or recitations and two four-hour laboratory periods each week. Prerequisite: Courses 1 and 2, or Course 5.

Four hours credit.**First Semester.****22. Organic Chemistry.**

Four lectures or recitations each week. Prerequisite: Course 21.

Four hours credit.**Second Semester.****24. Organic Chemistry Laboratory.**

Must accompany or follow Course 22. Two four-hour laboratory periods each week.

Two hours credit.**Second Semester.****DRAWING****1. Mechanical and Machine Drawing 1**

The principles of orthographic projection, practice in making of working drawings, correct drafting-room practice in conventional representation, the use of instruments, practice in freehand and mechanical lettering, reading and checking of drawings, instruction on blue and brown printing, practice in tracing, original drawing on vellum. Three two-hour periods per week with approximately three hours home work.

Three hours credit.**Each Semester.****2. Descriptive Geometry.**

Lectures and individual class room instruction. Emphasis is placed on the ability to visualize the problems and the processes of solution. This course includes problems comprising combinations of the point, line and plane, intersections, developments, warped surfaces, and tangent planes. Three two-hour periods per week with approximately three hours home study. Prerequisite: Drawing 1 or its equivalent.

Three hours credit.**Second Semester.**

3. Industrial Drawing 1.

A course inspired by the need for a practical introduction to Engineering Drafting and Shop Practice. Time will be spent on shop sketching, typical plant lay-outs, piping drawing, pattern drawing, machine design, and elementary sheet metal layouts, etc. Emphasis will be on developing clear shop drawings from shop sketches and notes. Practical application of pictorial representation and orthographic projection will be the keynote. Prerequisite: Drawing 1.

Three hours credit.**Each Semester.****4. Industrial Drawing 2.**

A continuation of course 3 with the objective of dealing with actual industrial plant problems. This work will give the student advance practice in the following: jigs and fixtures; tools and dies; gears, cams, and mechanisms; sheet metal drawing and development; product design. Field trips will be arranged during the semester. Prerequisite: Drawing 3.

Three hours credit.**Each Semester.****23. Mechanism and Engineering Drawing.**

Sketching from models in orthographic, isometric, and oblique projection. Practice in the making of working drawings from sketches. Analysis of machines, tracing transmission of motion and power, and devising of combinations to accomplish specific purposes. Two 2-hour periods per week with approximately the same amount of home work. Prerequisite: Drawing 2.

Two hours credit.**Each Semester.****ECONOMICS AND BUSINESS****1. Elementary Economics 1.**

A course designed to acquaint the student in a general way with the principles of economics.

Three hours credit.**First Semester.****2. Elementary Economics 2.**

This is a continuation of Course 1. It deals more with applied modern problems in economics.

Three hours credit.**Second Semester.****3. Economic History 1**

The concepts of economic history and the principal features of European economic history. The economy of the medieval manor, the rise of towns, the routes and goods of trade in the Middle Ages; and the economic development of the principal industrial countries of Europe.

Three hours credit.**First Semester.****4. Economic History 2.**

A study of the industrial development of the United States, from colonial times to the present. Such forces and factors as the westward movement, the industrial and agricultural revolution, the tariff, public finances, the trust problem, and the labor movement will be discussed.

Three hours credit.**Second Semester.****5. Business Organization.**

The organization of business enterprises, forms of organization. The consideration of questions concerning promotion, procedure and personnel, and of marketing.

Three hours credit.**Second Semester.**

21. Principles of Economics 1.

An examination of the fundamental principles of Economics. Open only to sophomores.

Three hours credit.

First Semester.

22. Principles of Economics 2.

Continuation of Course 21. Courses 21 and 22 are designed especially as introductory courses for students intending to specialize in Economics.

Three hours credit.

Second Semester.

23. General Economics 1.

Opening with a brief description of present day industrial organization, the course will consider the fundamental economic principles of production, exchange, and distribution.

Three hours credit.

First Semester.

24. General Economics 2.

This is a continuation of Course 23. It will examine the application of the principles studied during the first semester to current problems arising out of the public relationship in industry; problems of labor, money and banking, public utilities, trusts, and taxation.

Three hours credit.

Second Semester.

Courses 23 and 24 are designed to meet the needs of students, particularly in the professional departments, whose work lies entirely outside the field of economics, but who desire a general course in economic principles and problems. No student may receive credit both for Principles of Economics (21 and 22) and for General Economics (23)

25. Merchandising.

This course is designed to give a working, practical knowledge of both textiles and non-textiles. Part I deals with the present day materials their contents and uses. Part II deals with jewelry, furs, rugs, ceramics, rubber, metals, leathers, etc. their sources and uses.

Three hours credit.

26. Marketing.

The general field of Marketing and distribution of products; marketing functions; methods of middlemen; marketing analysis; the determination of market prices, recent developments in marketing; and forces underlying marketing of the various types of commodities.

Three hours credit.

27. Labor Economics.

A study of the human factor in industry. Problems of wages, hours, unemployment, working conditions, and personnel problems are considered.

Three hours credit.

28. Banking and Finance.

A study of commercial banking, central banking, especially the Federal Reserve system, foreign exchange, theory of credit, theory of the value of money, relation of gold, credit, and price levels.

Three hours credit.

29. Business Statistics.

Particular emphasis is placed on the way in which the different statistical techniques are employed in business. Problems based on real situations.

Three hours credit.

Second Semester.

31. Business Law.

A study of the laws regulating business activities and an appreciation of the part which legal institutions play in our economic organization. Topics discussed deal with the fundamental concepts of capacity contracts, agency, torts, and property. The course is based upon the use of a textbook and supplemented by a generous use of law cases, upon which the student is asked to make written reports.

Three hours credit.

First Semester.

32. Business Law.

This is a continuation of Course 31. A study is made of legal institutions as they affect labor finance, production, marketing, risk taking, transportation, and business associations. The methods of conducting the course are the same as in Course 31.

Three hours credit.

Second Semester.

33. Salesmanship.

In this course emphasis is given to sales methods and their management. Installment selling, agencies, mail order selling, chain stores, advertising practices, and the psychology of advertising are major topics, illustrative of the subject matter in this course.

Three hours credit.

Second Semester.

34. Business Communications.

A thorough review of punctuation, grammar, and spelling in the areas in which difficulties arise in business communications. Business letters and short reports will be basis of major share of course. Study of psychology underlying the writing of successful communications. Special emphasis to sales and follow-up, credit and collection letters; to market and sales analysis reports; and to writing of advertising copy. Prerequisite: Typewriting 1 or its equivalent.

Three hours credit.

First Semester.

35. Machine Calculation 1.

A minimum of 60 hours work on the key-driven machines, 5 to 10 hours on the full-keyboard adding listing machines, and 30 hours on the crank-driven machines will be necessary to build an acquaintance with the four fundamental operations of addition, subtraction, multiplication, and division and the applications to payroll, invoicing, percentages, discount, interest, distribution of expense situations. The student should familiarize himself with the variations of manufacturers' makes of these various types of machines and situations in which each excels. Practice on the key-driven machines up to 100 to 120 hours will be needed to gain occupational proficiency.

Three hours credit.

Each Semester.

36. Machine Calculation 2.

Arrangements may be made whereby those persons showing special aptitude and wishing to attain an expert professional skill may continue the above course. Applications of the fundamental operations to all classes of work will be made and high speed gained.

Three hours credit.

Each Semester.

37. Filing.

A study of the basic principles of filing, indexing, coding, various commercial systems and the advantages of each, filing equipment, methods of setting up filing systems, and methods of transfer. Prerequisites: Typewriting 1 or its equivalent.

Three hours credit.

First Semester.

EDUCATION**21. Principles of Teaching.**

The primary purpose of this course is an examination of the aims toward which teaching should be directed, a discussion of the conditions essential to successful teaching and learning, an analysis of the various types of learning activity with their significance in determining what teaching should accomplish, and an evaluation of the various procedures and practices by which the basic principles of teaching may be applied and a sound technique of teaching developed. Active participation by the student in first hand analysis of teaching problems and critical evaluation of teaching procedure is emphasized. The technique of teaching common school branches is a definite objective of this course. Required of sophomores in the County Normal and State Limited curricula.

Three hours credit.

22. Directed Practice Teaching.

This is a laboratory course requiring two hours a day, five days a week of teaching in connection with class meetings, conferences, and assigned readings. Students are assigned definite problems in teaching which are worked out in actual experience in the training school under supervision.

Four hours credit.

Second Semester.

23. Methods of Teaching 1.

A course in the study of methods in teaching as applied to rural schools; brief consideration of the principles involved in teaching and learning; application of these in selection of subject matter and activities; emphasis upon the technique of teaching reading, writing, spelling, and language activities. Observation of the work of the kindergarten and first six grades in the training school is a part of this course.

Three hours credit.

First Semester.

24. Methods of Teaching 2.

This course is a continuation of Course 23 with emphasis placed upon the teaching of arithmetic, elementary science, and social studies, including geography, history, and literature.

Three hours credit.

Second Semester.

25. Rural School Management.

This course is designed for students preparing to teach in the rural schools. A study of the principles basic to the effective organization and management of classes in a rural school. Discussion centers upon problems involved in socialization procedures, classroom routine, tests and measurements, records and reports, case studies of behavior problems, individual differences and class adjustments, relations with parents and community. The Michigan Instructional Guide is given special attention.

Three hours credit.

First Semester.

ENGLISH**1. Composition and Literature.**

Four hours of class work including an intensive study of essays, outlining, expository writing, and usage. Two quiz sections, one conference, and one usage section each week. Students passing the English entrance examination are excused from the usage section.

Three hours credit.

Each Semester.

2. Composition and Literature.

Four hours of class work each week continuing the study of essays and poetry, outlining, expository writing, and usage. The usage section is designed for students who need instruction in fundamentals.

Three hours credit.

Each Semester.

2E. Engineering English.

Expository writing. A continuation of English 1, with special emphasis on exposition. Prerequisites: English 1 and Speech 1. This course should be taken with Speech 2.

Two hours credit.

Second Semester.

3. Use of Books and Libraries.

This course deals with the technique of using library tools. Included in this study are the use of the card catalog, arrangement and classification of libraries, desk routine, and the use of general reference books. Book selection and bibliographies are also stressed. Actual problems in these fields make up the semester's work. Transfer credit is given for this course at Michigan State College and the Teacher's Colleges of Michigan.

Three hours credit.

Each Semester.

9 and 10. Preparatory English.

These courses are for students deficient in English entrance requirements. In preparation for regular freshman English, they emphasize grammar, correct usage, comprehension of reading materials, and clear expression in written composition. The materials and methods of instruction are determined by the needs of the individual students enrolled.

Three hours terminal credit only.

Each Semester.

21. Sophomore course in advanced expository writing.

A study of types of exposition with practice in writing each type. Weekly themes accompanied by detailed sentence outlines. Reading and discussion of essays selected from the works of recognized authors. The course is planned for students who enjoy writing and for those who wish practice in developing clear exposition. Open to students who have completed freshman English satisfactorily. May be elected without English 22. Recommended as an elective for sophomores in any curriculum.

Three hours credit.

First Semester.

22. Sophomore course in Creative Writing.

A study of description and narration. Analysis of selected short stories and a novel. Weekly written work. An effort is made to develop appreciation for imaginative prose. The course is designed for students who want practice in creative writing. It may be elected without English 21. Open to students who have completed freshman English satisfactorily. Recommended as an elective for sophomores in any curriculum.

Three hours credit.

Second Semester.

23. Introduction to English Literature. (University of Michigan English 31.)

An intensive study of representative works of four of the following poets: Milton, Wordsworth, Browning, Arnold, and Tennyson. Collateral reading from these and other poets. Also a study of the art and technique of poetry and an analysis of numerous short poems as illustrative material. Except by permission, this course is open only to those who have satisfactorily completed freshman English and have had no other course in English literature. May be elected by sophomores in any curriculum.

Three hours credit.

First Semester.

24. An introduction to Drama. (University of Michigan, English 32.)

A critical study of five of Shakespeare's principal plays (four tragedies and one comedy), one Greek play and one modern play. Collateral readings include other Shakespearean plays. Short written discussions relating to dramatic technique and subjects. This course is the normal continuation of English 23. Prerequisites: freshman English and English 23, except by special permission.

Three hours credit.

Second Semester.

FRENCH

1. Elementary French.

Grammar and easy reading. Pronunciation. For transfer purposes this course must be followed by Course 2.

Four hours credit.

First Semester.

2. Elementary French.

Continuation of Course 1. For those who have had French 1 or one year of French in high school.

Four hours credit.

Second Semester.

3. Elementary French of the Second Year.

Modern prose and plays, with practice in speaking and writing. Prerequisite: two years of high school or one year of college French.

Four hours credit.

First Semester.

4. Modern Prose and Plays.

Prerequisite: Course 3, or 3 years of high school French.

Four hours credit.

Second Semester.

5. A modification of Course 3 for students entering with 3 years of high school French.

Three hours credit.

First Semester.

21. Introduction to French Literature.

Representative authors of various periods. Prerequisite: Course 3 and 4 or 4 years of high school French.

Three hours credit.

First Semester.

22. Introduction to French Literature.

Representative authors of the seventeenth and eighteenth centuries. Prerequisite: Course 21.

Three hours credit.

Second Semester.

Note: Courses 21 and 22 usually alternate with Courses 23, 25 and 24, 26.

23. Composition.

Based on geography, history, and literature.

Two hours credit.

First Semester.

24. **Continuation of Course 23.**
Two hours credit. Second Semester.
25. **Oral Composition.**
Based on plays, travel, and biography Two class hours per week.
One hour credit. First Semester.
26. **Continuation of Course 25.**
One hour credit. Second Semester.

GEOGRAPHY

3. **Economic Geography.**
The course will open with a short survey of the geographic reasons for regional specialization of commodities and localization of industries. The regional competition for markets, transportation factors, and port studies will be included in the course. This course is recommended for students interested in business, commerce, secretarial work, and those planning to teach commercial subjects.
Four hours credit.
5. **Introductory Regional Geography. (Course 1, University of Michigan)**
A critical study describing the major regions of the world, their basic physical characteristics, and the changes brought about in the stages of human occupation. Discussion of text book material, lectures, and collateral reading.
Four hours credit.
6. **Geography of Commercial Production. (Course 33, University of Michigan).**
This course aims to give the geographic distribution of the primary commodities of world trade, and to show the relationship between the commodities and the natural environment of the areas in which they are produced. Lectures, discussions and collateral reading.
Prerequisite: Course 5.
Four hours credit.
Note: Students electing Geography 5 and 6 should not elect Geography 1, 2, 3, or 33 at the University of Michigan, but may elect any other course.
- 21 **Geography of North America. (Course 110, University of Michigan).**
A systematic study of the regional divisions of North America will be made in this course. The United States, Canada, Alaska, Mexico, and the West Indies will be considered as to regional contrasts, conditions of life, and the distribution and character of their population. Independent reading and research on selected topics will be required. Prerequisites: Courses 5 and 6 or permission of the instructor.
Three hours credit.
22. **Geography of Asia. (Course 113, University of Michigan)**
A general picture of the natural and cultural landscape of Asia will be considered first. This will be followed by a regional division of the continent and a study of each region according to the activities of the people in relation to the natural setting and the problems of development which the various countries are facing. Independent reading and research on selected topics will be required. Prerequisites: Courses 5 and 6 or permission of the instructor.
Three hours credit.

GEOLOGY

1 Introductory Geology.

The earth's features, treated with special reference to their origin and significance; agencies effecting changes in geographic features; physiographic changes in progress; the effect of man's physical environment upon his distribution, his habits and occupations. The course includes an introductory study of common rocks and rock-forming minerals, an interpretation of topographic maps, and the fundamental principles of meteorology. Three classroom periods, and one laboratory period of two hours per week with occasional field trips.

Four hours credit.

First Semester.

2. Introductory Geology.

A study of the fundamental problems involved in dynamical, structural, and historical geology. The history of the earth is studied from its origin to the present. Successive stages are followed in the development of North America as a typical continent; the formation of mountains, plains, and the evolution of the life of the land and seas. The course includes the determination of common rocks and minerals, and the interpretation of geologic maps. Three classroom periods, and one laboratory period of two hours per week supplemented with field work.

Four hours credit.

Second Semester.

GERMAN

AIM The primary aim of the instruction in German is a reading knowledge of this language. There is, however, so much additional practice that students may acquire the ability to understand, write, and speak German with a moderate degree of correctness.

1. Elementary German.

Pronunciation; grammar, reading, all done in German. For transfer purposes this course must be followed by Course 2.

Four hours credit.

First Semester.

2. Elementary German.

Continuation of Course 1.

Four hours credit.

Second Semester.

HISTORY

5. General History of Europe, 395-1648.

Deals with Germanic Migrations, the Papacy and the Monks, the Franks, Feudalism, Norman Conquest, Saracens, Crusades, Holy Roman Empire, Early National Monarchies, Italian City-States, Commercial Revolution, Reigns of Charles V and Philip II of Spain. Reformation, Culture of the Sixteenth Century, and the Thirty Years War.

Four hours credit.

First Semester.

6. General History of Europe since 1648.

Continuation of Course 5.

Four hours credit.

Second Semester.

23. Political and Constitutional History of the United States to 1865.

Special attention is given to the Colonial period, the divergent English and American political theories, the method of conducting the Revolutionary War, European diplomatic entanglements, efforts to solve the problems of imperial organization, Constitutional Convention, Federalist organization of the new government, Jeffersonian democracy, westward movement, and the rise of the political power of the west, slavery and abolition, and the Civil War.

Three hours credit. First Semester.

24. Political and Constitutional History of the United States from 1865 to the present.

Continuation of Course 23.

Three hours credit. Second Semester.

LIBRARY SCIENCE — See English 3**MATHEMATICS****A. Elementary Algebra.**

A beginning Algebra course covering the same material as the first year of Algebra in high school.

Four hours terminal credit only.

B. Plane Geometry.

This course covers the same material as a year of Plane Geometry in high school.

Four hours terminal credit only.

1. School Algebra.

For students who enter with but one unit of algebra.

Two hours credit. Each Semester.

2. Trigonometry.

Radian measure; co-ordinate systems; trigonometric ratios; identities and equations; inverse functions; graphs; emphasis on derivation and use of formulas; laws of sines and cosines; theory and use of logarithms; solution of triangles. Prerequisites: Course 1 or its equivalent, plane geometry

Two hours credit. Each Semester.

3. College Algebra.

For students in the Pre-Business curriculum and for others needing work in college algebra and not in analytical geometry Prerequisites: Course 1 or equivalent.

Two hours credit.

5. College Algebra and Plane Analytic Geometry.

Review of exponents; radicals; quadratic equations; theory of equational determinants; complex numbers; curve tracing and locus problems in cartesian and polar coordinates; straight line; circle. Course 2 must precede or accompany Course 5.

Four hours credit. First Semester.

6. Plane and Solid Analytic Geometry.

Conic section; properties of conics involving tangents; diameters; asymptotes, parametric equations; surface tracing and locus problems in space, plane; straight line; quadric surfaces; space curves. About twelve lessons in beginning Calculus. Prerequisite: Course 5.

Four hours credit. Second Semester.

7. **Trigonometry, College Algebra, and Plane Analytic Geometry.**
Topics as in Courses 2 and 5. Prerequisites: Course 1 or equivalent, plane geometry
Five hours credit. First Semester.
Students having had Trigonometry may elect this course as Mathematics 7b for three hours credit.
8. **Plane and Solid Analytic Geometry.**
Continuation of Course 7 Topics approximately as in Course 6.
Five hours credit. Second Semester.
9. **Solid Geometry.**
Formulas: postulates, basic constructions and propositions; drawing of three dimension figures, exercises.
Engineering students must have credit in solid geometry
Prerequisites: one year of plane geometry, one year of algebra.
Two hours credit. Each Semester.
27. **Calculus 1.**
Differential calculus and part of integral calculus. Prerequisites: Courses 5 and 6 or 7 and 8.
Four hours credit. First Semester.
28. **Calculus 2.**
Continuation of Course 27 Includes some work in multiple integrals. Prerequisite Course 27
Four hours credit. Second Semester.
30. **Business Computation.**
Fractions, compound interest, discounts, short methods of computation, insurance, costs. Operations with integers and fractions, equations, progressions and compound interest, percentage and annuities.
Three hours credit. First Semester.

MUSIC

Special ensemble work in music, vocal and instrumental, will be arranged by the music department whenever there is sufficient demand.

1. **Elements of Music.**
This course deals with the rudiments of music including notation, clefs, keys, syllables, the teaching of rote songs, etc. Required in County Normal and State Limited curricula.
Two hours credit.
2. **Harmony.**
A course giving a study of scales, keys and intervals; and of chords, their construction, classification and progression. Also work in figured bass and in harmonizing melodies.
Two hours credit. Discontinued.
3. **Band.**
Technique of various band instruments and study of band literature. Opportunity is offered for practice and instruction in conducting.
Two hours credit. Each Semester.

4. Orchestra.

Technique of orchestral instruments, study of orchestra literature and experience in accompanying. Opportunity is offered for practice and instruction in conducting.

Two hours credit.

Each Semester.

Note: Courses 3 and 4 will ordinarily be offered through enrollment in high school classes. Credit as indicated will be granted for graduation. Several senior colleges offering similar courses will transfer credit in certain curricula.

5. A Cappella Choir.

Membership is open to all Junior College students. The work of the choir is directed toward public performances in college and community activities.

Two hours credit.

One hour per Semester.

11 12, 21 and 22. Theory — Basic Musicianship.

These are basic courses for all students who expect to specialize in music. They correspond to the University of Michigan courses 11, 12, 31 and 32. They are devoted to the analysis of the style of J. S. Bach as found in the chorale harmonizations, and continue through a survey of the styles of Haydn, Mozart, and Beethoven. They are integrated courses and include in their total content:

- a. Correlation of aural, visual, and tactual approaches.
- b. Tones and rhythms in perpendicular and horizontal relationships.
- c. Expression of musical ideas in elementary formal structures.
- d. Correlation with the keyboard work in the basic courses in secondary piano.

Placement examinations will be given to determine the student's background and ability. Those who are deficient will be required to do extra work during the term without credit, until such time as they are able to assimilate the course material with sufficient speed and accuracy to complete the course requirements in the scheduled number of class meetings.

Four hours credit each.

PHYSICAL TRAINING**1 and 2. Physical Fitness.**

Two hours per week required of all first-year students without hours credit. Swimming is not required, but swimming instruction is offered for those who wish it. Six lectures on personal and social hygiene will be given as a part of courses 1 and 2.

Veterans are granted credit in Physical Training. However, they may elect courses 1 and 2 if interested.

PHYSICS**A. Elementary Physics.**

A general course in elementary physics for students entering without high school physics. This course is designed to meet the needs of those lacking physics as an entrance requirement and also those desiring an elementary survey. Along with recitations, discussions, etc. a considerable amount of demonstration is included. A minimum of five class hours is required each week.

Four hours credit.

Second Semester.

1. General Physics.

This course deals with Mechanics, Heat, Magnetism, and Electro-statics. Four hours each week are devoted to recitations, lectures, and quizzes. One three-hour period each week is used for laboratory work. Prerequisites: H. S. Physics or Physics A. A knowledge of the fundamentals of trigonometry is desirable. For those electing this course without trigonometry sufficient additional assignment will be made to meet the above requirements. By special permission the requirement of H. S. Physics will be waived for students having the equivalent of Mathematics 5 and 6.

Four hours credit.**First Semester.****2. General Physics.**

A continuation of Course 1 with a like distribution of hours covering the subjects of sound, electricity, and light. Prerequisite: Physics 1.

Four hours credit.**Second Semester.****21. General Physics and Problems.**

An extension of Course 1 especially adapted to meet the needs of the Engineering students. The additional work is essentially a problem course in which the fundamental quantitative relationships are more fully developed and applied. Prerequisite: H. S. Physics, or Physics A, Trigonometry, and the equivalent of Math. 5 (Math. 5 may by special permission be taken as a parallel course.)

Five hours credit.**First Semester.****22. General Physics and Problems.**

An extension of Course 2 for Engineering students, similar in plan to 21. Prerequisite: Physics 21.

Five hours credit**Second Semester.****21E. Problems.**

Designed to supplement Physics 1, making an equivalent of Course 21.

One hour credit.**First Semester.****22E. Problems.**

To supplement Physics 2, making an equivalent of Course 22.

One hour credit.**Second Semester.****24. Engineering Mechanics, Statics.**

Forces, components, vectors, moments, couples, methods of sections, stress in frame structures analytically and graphically; cables, friction, centroids, moments of inertia, shear and bending moment.

Three hours credit.**Second Semester.****PHYSIOLOGY AND HYGIENE****1. Physiology.**

This course is to give the pupil a knowledge of some of the fundamentals of the parts and functioning of the human body as related to everyday living. It will also form a basis for the course in "Health Education" Some opportunity for work on special topics suited to pupil needs will be given.

Four hours credit.**First Semester.**

2. Health Education — Personal Health.

Deals with the functions of the various organ systems of the body, stressing the means of and rules for maintaining the body in good health. This will include mental and sex hygiene. A special effort will be made to enable the student to properly evaluate health advertising and his present health ideals.

Four hours credit.

Second Semester.

POLITICAL SCIENCE**A. American Government.**

A course of six one-hour lectures covering the form and functions of our federal and state governments, and of counties, cities, and villages, and stressing the rights and responsibilities of citizenship. Required of all candidates for graduation who do not elect at least one credit course in political science or in American history.

No hours credit.

1. American Government.

A study of the national government and administration. Conducted on the class recitation plan. Open to freshmen and sophomores.

Four hours credit.

First Semester.

2. American Government.

State and local governments and administration. American party system. A continuation of Course 1.

Four hours credit.

Second Semester.

9. Problems of American Citizenship.

A study of American citizenship as related to democratic society; popular control of government, public opinion and propaganda, taxation, and democratic traditions. Special emphasis will be placed on student participation.

Four hours credit.

PSYCHOLOGY**1. Applied Psychology — Personal Efficiency.**

A study of effective methods of work and other factors essential for a successful college career. Various psychological and other standard tests will be given as an aid in understanding the needs of each member of the class. This personal inventory will be accompanied by exercises and experiments aimed to establish correct habits of study.

Three hours credit.

First Semester.

21. Elementary General Psychology.

A brief survey of the facts of normal human psychology, including demonstrations and group experiments.

Three hours credit.

Each Semester.

SECRETARIAL SUBJECTS**Secretarial Techniques.**

The course aims to acquaint the advanced secretarial student with the secretarial work in the mailing, stenographic, central filing, duplication, statistical, purchasing, sales, and executive departments of a typical large business office. Dictation may be transcribed either from shorthand notes or dictaphone cylinders. Both lab and lecture sessions. Prerequisites: Typewriting 3, Filing, Economics 34.

Three hours credit.

Second Semester.

Shorthand

1. Theory of Gregg Shorthand.

Covers the basic theory of Gregg Shorthand. A high reading and copying speed will be attained through wide reading and copying of expertly written shorthand plates. Beginning dictation leading to a minimum speed of sixty words per minute will be given.

Four hours credit.

First Semester.

2. Continued Practice in Word-Building.

At least 45 minutes each day of dictation of letters, interoffice memorandums, office bulletins leading to a minimum speed of 100 words per minute with the majority attaining 125 words per minute on short letters. Much reading and writing of shorthand from expertly written shorthand plates and a thorough review of the spelling, capitalization, and punctuation functions causing difficulty in transcription. Prerequisites: Shorthand 1 and Typewriting 1 or their equivalents. Must be accompanied by Typewriting 2.

Four hours credit.

Second Semester.

3. Professional Dictation 1.

The student will build high shorthand writing speed through constant review of shorthand theory, mastery of high-speed shortcuts and their derivatives, and practice in reading and writing high-speed takes selected from the Congressional Record. Class dictation will cover a wide range of business vocabularies and at speeds ranging from 80 to 120 words per minute and leading to 140 words per minute. Prerequisites: Shorthand 2 and Typewriting 2. Must be accompanied by Typewriting 3.

Four hours credit.

First Semester.

4. Professional Dictation 2.

Continuation of Shorthand 3. Class dictation will be given at speeds ranging from 105 words per minute and leading up to 175 words per minute. Prerequisites: Shorthand 3 and Typewriting 3.

Four hours credit.

Second Semester.

Typewriting

1. Use and Care of Typewriter.

Designed to meet the needs of those who wish typewriting skill for home or college personal use, for use in their professional life, and for use vocationally in offices. A minimum cruising speed of 25 words per minute on all types of manuscript, rough draft, letter, and tabulated material should be attained. Considerable practice on letters and tables. Demonstration of ability to compose rough draft material, edit the copy, and type final manuscript with title page, footnote references, and bibliography will be required by typing a term project on typewriting.

Two hours credit.

Each Semester.

2. Continuation of Typewriting 1.

A thorough review of typewriting in the first four weeks through typing of letters, envelopes, file cards, checks, drafts, labels, payrolls, minutes, legal documents, specifications, etc. The class will then be divided into two groups:

A. **Stenographic.** Goal to transcribe from shorthand notes at three-fourths of speed from printed copy 125 mailable transcripts from various types of material during the semester.

B. Non-Stenographic. Development of a high skill in typing from rough draft and setting up tabulated material common in accounting, sales, and research departments of a business. An acquaintance with the Ediphone and Dictaphone processes and with the duplicating processes of the Ditto and Mimeograph. Those not electing Typewriting 3 may elect to complete the entire series of lessons on one of these two groups of machines. Prerequisite: Typewriting 1 or equivalent.

Two hours credit. Second Semester.

3. **Advanced Transcription.**

This class will be divided into two groups Dictaphone and stenographic.

A. Dictaphone. Eighteen practice records and sufficient practice on commercial records which the student dictates himself so he reaches transcription speed of 125 average-length lines per hour. Complete series of lessons on duplicating machines. Each semester.

B. Stenographic. Transcription of a minimum of 125 mailable letters during the semester from more difficult material. An acquaintance with the Ediphone, Dictaphone, and duplicating machines. First semester. Prerequisite: Typewriting 2.

Two hours credit.

SHOP PRACTICE

1. **Pattern Making.**

A series of patterns are constructed which illustrate clearly the principles of Pattern Making, covering draft, shrinkage, coring, etc. Each pattern is moulded, giving the student some foundry practice. Time allotted: Four hours a week, one of which is reserved for theory

Two hours credit. First Semester.

2. **Working, Treating and Welding of Steel.**

This course has been discontinued.

3. **Advanced Pattern Making.**

Involves the construction of patterns and core boxes for actual machine parts, molded and cast in a commercial foundry under the observation of the class. Several visits to local foundries. Four hours a week, one of which is reserved for theory Prerequisite: Shop 1.

Two hours credit. Second Semester.

4. **Machine Shop Practice.**

Bench work (chipping and filing), drilling and study of drilling machines, engine lathe practice, grinding, milling machine, gear cutting, forge work, hardening and tempering. Also the scope and trend of modern shop practice and modern machines used. One recitation and one three-hour laboratory period per week.

Two hours credit. Each Semester.

SOCIOLOGY

21. **Principles of Sociology.**

A systematic study of the underlying principles of human relationships, group life, social institutions and social processes including such topics as assimilation, competition, conflict and cultural growth will be stressed. Textbook assignments and collateral reading furnish material for class discussion.

Three hours credit. First Semester.

22. Modern Social Problems.

Important facts and points of view dealing with some of the major problems which confront American society will be taken in a rapid survey. Some of the important problems to be studied include, poverty, health, mental diseases, crime, marriage, child welfare and personality adjustments. Textbook, collateral reading, written reports. Prerequisite: Course 21.

Three hours credit.

Second Semester.

SPANISH**1. Elementary Course.**

Pronunciation. Understanding of grammatical constructions accompanied by exercises and easy composition. Daily oral practice. For transfer purposes this course must be followed by Course 2.

Four hours credit.

First Semester.

2. Elementary Course.

Continued oral practice. Reading. Grammar accompanied by exercises and easy composition.

Prerequisites: Course 1 or one year of high school Spanish.

Four hours credit.

Second Semester.

3. Second-Year Spanish.

Careful reading and study of representative modern prose of Spanish and Spanish America. Review and application of the essential principles of grammar by means of oral and written exercises. Composition one day per week. Continued practice in pronunciation and in hearing the spoken language. Some conversation. Outside reading intended to develop the ability to read rapidly at sight.

Selected texts such as "Jose", "El Tesoro de Gaston" "Dona Clarines", "La Pata de Zorra", etc. for use in class.

Prerequisite: One year of college Spanish or two years of high school Spanish.

Four hours credit.

First Semester.

4. Second-Year Continued.

Read La Prensa, a Spanish newspaper, one day per week. Prerequisite: Course 3 or three years high school Spanish.

Four hours credit.

Second Semester.

5. A modification of Course 3 for students entering with 3 years of high school Spanish.

Three hours credit.

First Semester.

SPEECH**1. Oral Exposition.**

A practice course in public speaking which must be taken with English 1. Written outlines, extempore and impromptu speaking, informal debates, and other exercises. Each student presents about ten five-minute speeches during the semester. Two hours of class-work.

One hour credit.

First Semester.

2. Public Speaking for Engineers.

A study of the problems of organization, illustration, and effective presentation in public address, affording frequent opportunity for practice and class criticism. This course is to be taken with English 2E.

Two hours credit.

Second Semester.

21. Fundamentals of Speech.

A beginning course in the practical problems of speaking before an audience. This course is designed to provide (1) an introductory course in public speaking for those who expect to concentrate in the field of speech, and (2) a course for those who decide to develop proficiency in platform speaking. The work in the course will consist of study, criticism, and practice in the fundamental forms of speaking. Open to all students except freshmen.

Three hours credit.**First Semester.****22. Public Speaking.**

A course in platform theory and practice, designed to provide instruction in the essentials of effective public speaking. Speech materials will be studied and various types of short speeches will be prepared and delivered. Prerequisite: Speech 21.

Three hours credit.**Second Semester.****23. The Theory of Argumentation.**

A study of the preparation of short, argumentative speeches for various occasions. Special attention will be given to platform practice, forms of argument, analysis, evidence, and speech organization. It is recommended that this course be taken by all Pre-Law students.

Three hours credit.**First Semester.****24. The Theory and Practice of Argumentation.**

A continuation of Speech 23 with practice in long and more specialized argumentative speeches and debates. Particular attention will be given to persuasion, motivation, and audience psychology in argument. Prerequisite: Speech 23.

Three hours credit.**Second Semester.****25. Practical Speech.**

Parliamentary law, business speaking, luncheon club talks, radio speeches, etc.

Three hours credit.**Second Semester.**

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Origins

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Bay City Junior College

Catalogs

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